QuickBooks: Step 5: Create Invoice and Credit Memo Template in QuickBooks

Integration Checklist

1. Map the CoA in Fuse5 using the appropriate CoA mentioned by each line item and the exact NAME from Quick Books.
   a. Ensure that EOD Memo types have been mapped in Fuse5 and are created in your QB.
   b. Ensure that the Discrepancies have been mapped in the VIR section and exist in your QB.
2. Create sub accounts and map to Fuse5 if you have more than one location and want to track P&L separately.
3. Ensure Dummy Customer Account is set up under EOD Reconciliation section and exists in your QB – this is one of the most common issues with the integration.
4. Create the “items” in Quick Books
5. **Create Invoice and Credit Memo Template.**
6. Ensure that all of your accounts have the QB Profile Setting set to Company QB Settings.
7. Create a copy of your QB and hook up the web connector.
8. Once comfortable with data flow to your copy of QB, hook up web connector to your live QB.

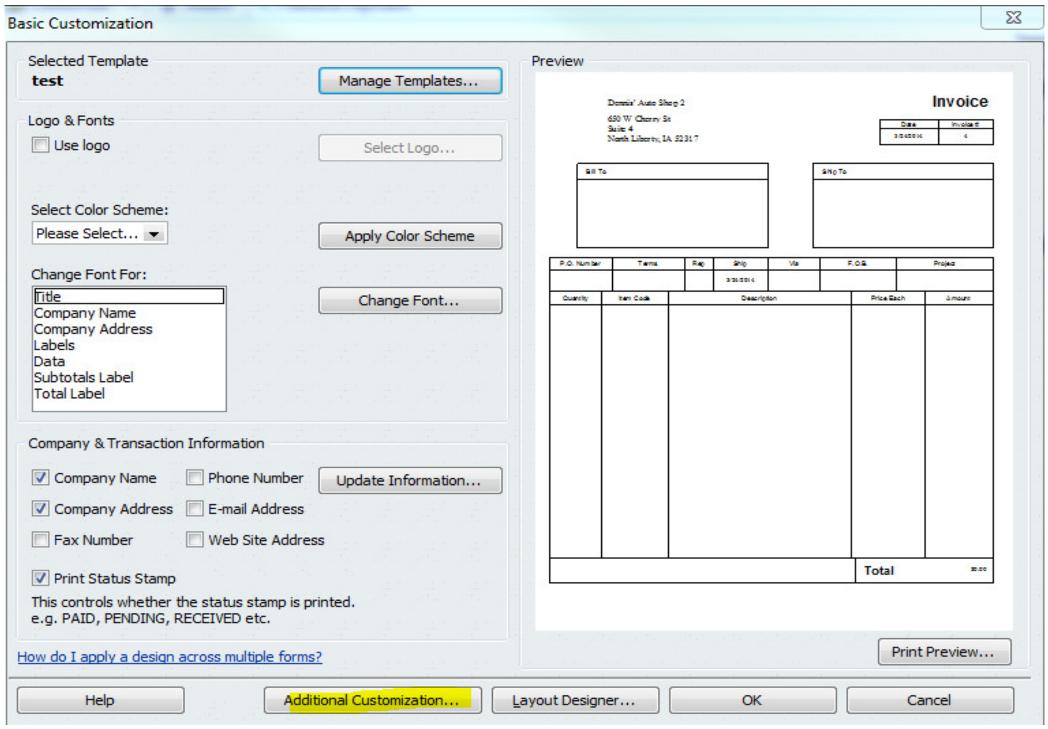
5. Create two invoices in QB for Fuse5 to push data too

Invoice Template - In Quick Books you must set up an invoice template and a credit memo template, then tie their names in to Fuse5 with the first two sections of the QB set up.

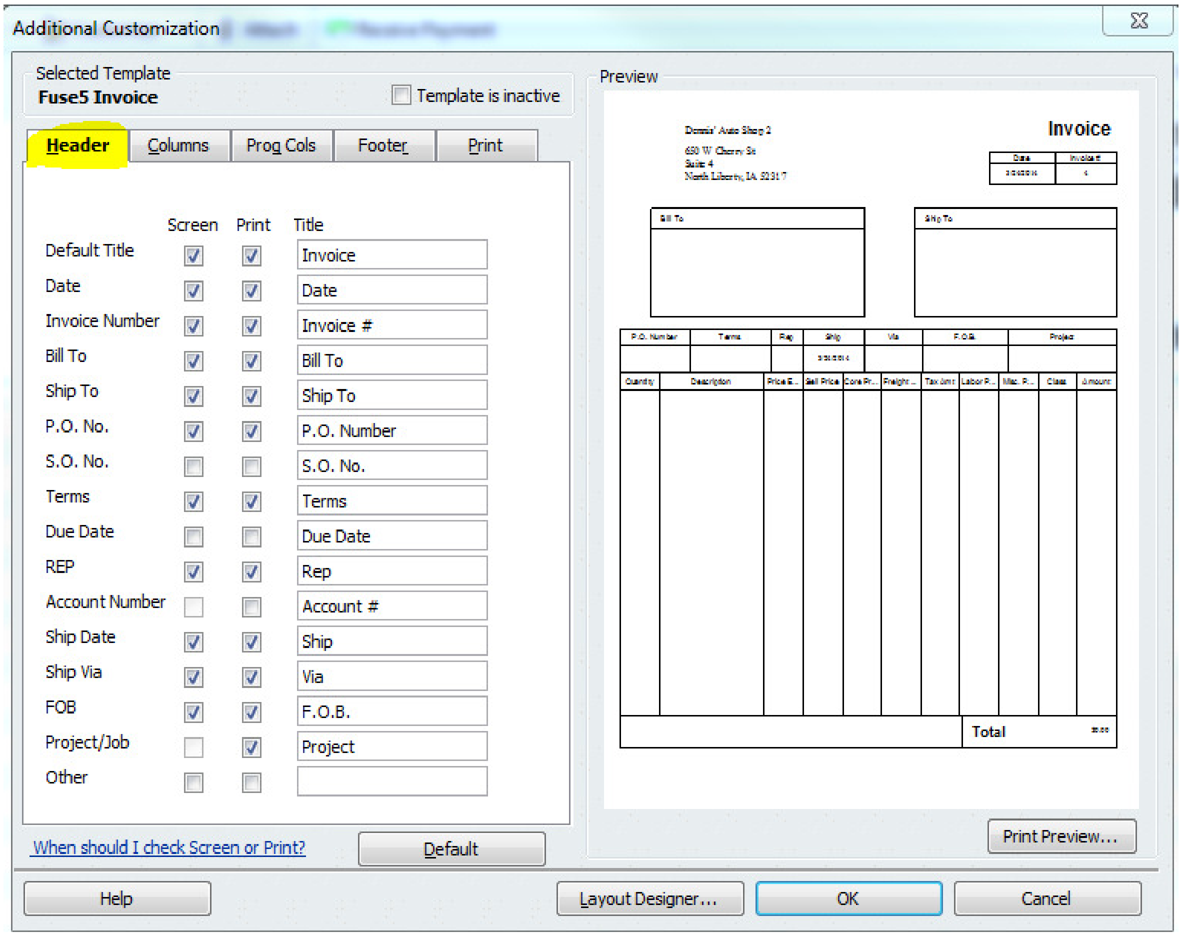
You can access the invoices and edit them a number of different ways depending on your version of QB, but the end result is the same, the invoice and credit memo must be customized to look like the diagram below.

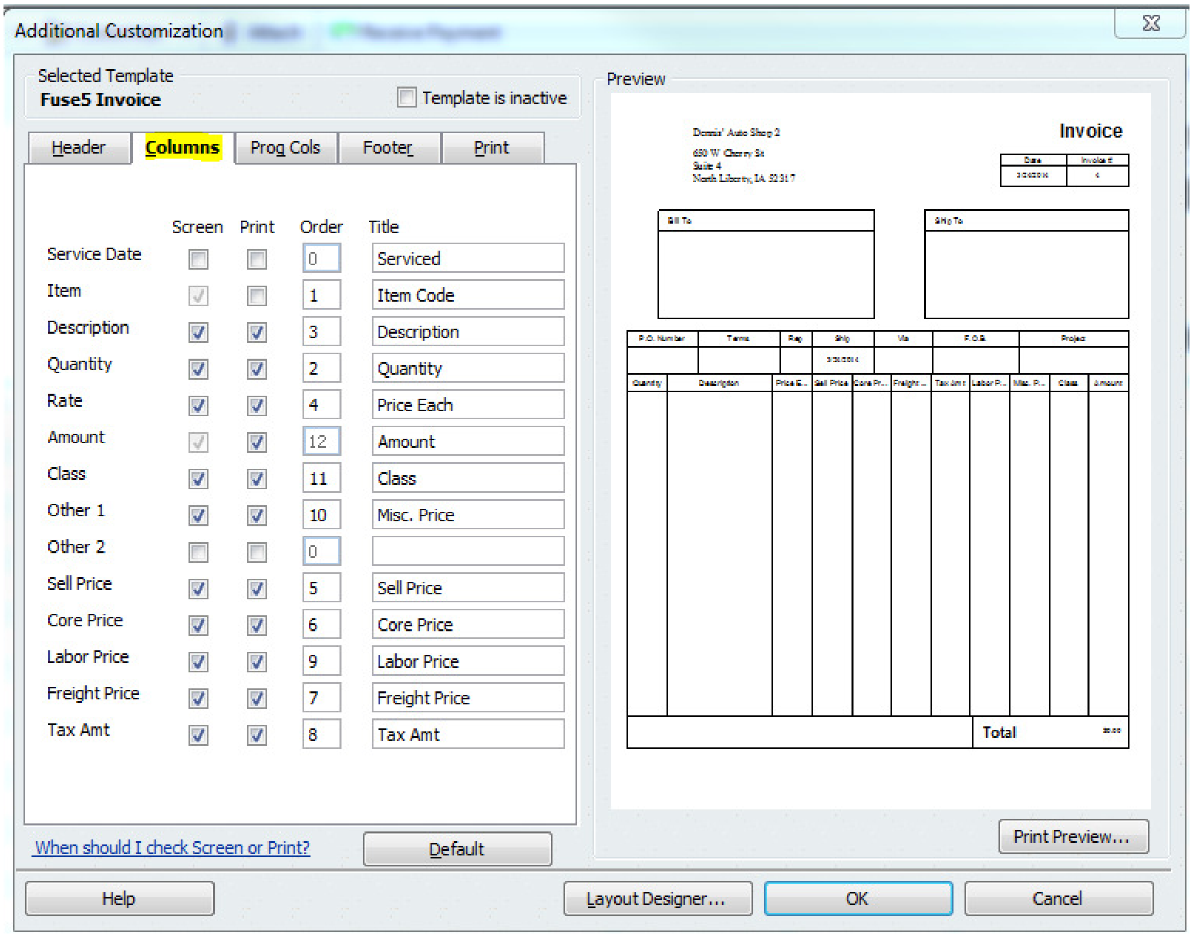
In Quick Books 2011 you can access the invoice and customize it using the following directions:

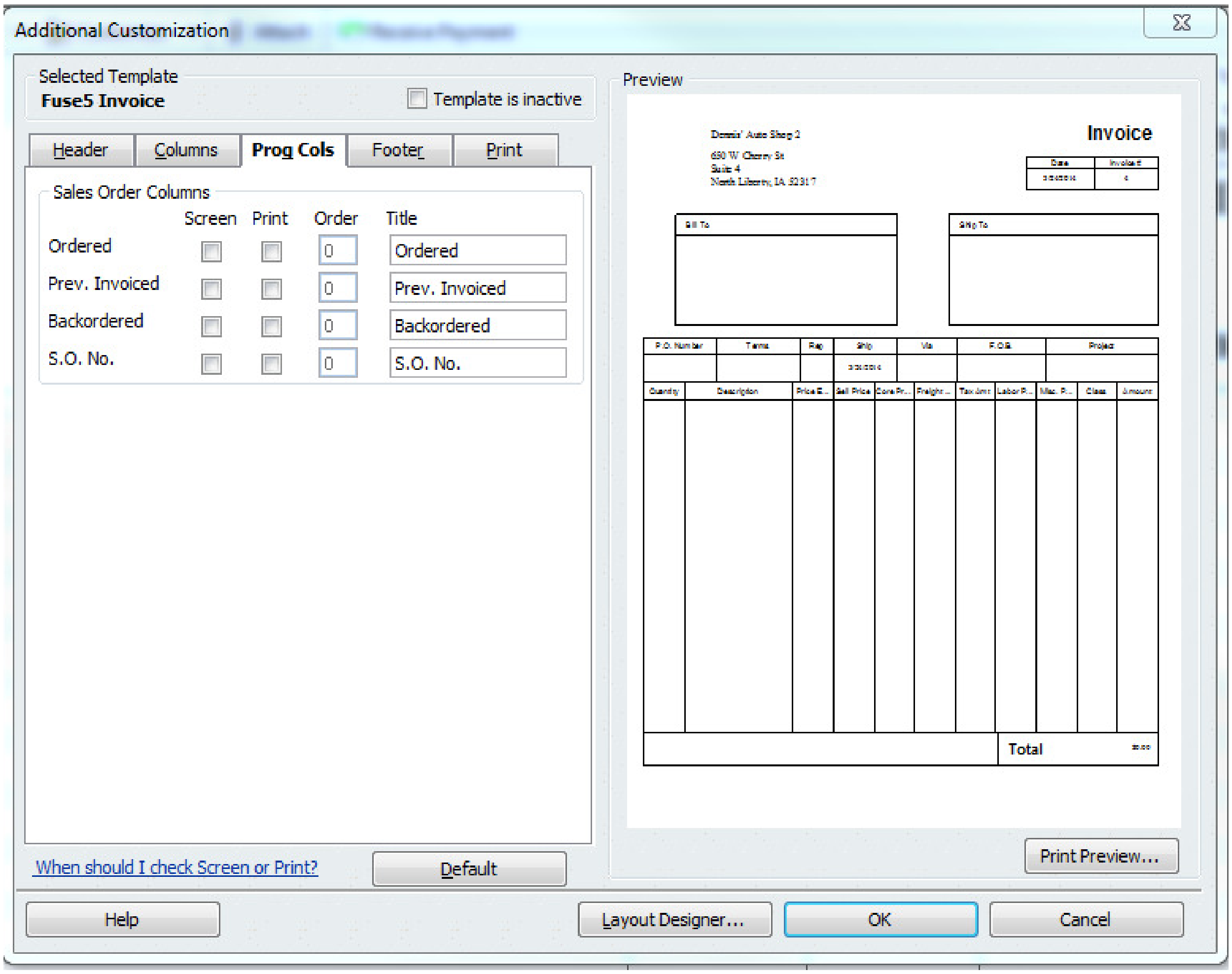
a. Go to the Customers menu and click Create Invoices to open an invoice form.
b. Click the Customize drop-down arrow and then click Manage Templates. **Note:** You may need to re-size or maximize the window to see the Customize drop-down arrow.
c. Pick the invoice you want to copy (probably the Intuit Product Invoice) and click copy.
d. Name your invoice (Fuse5 Invoice.....must match what you enter in the QB Integration module in Fuse5).
e. Click OK
f. Click the Additional Customization button.

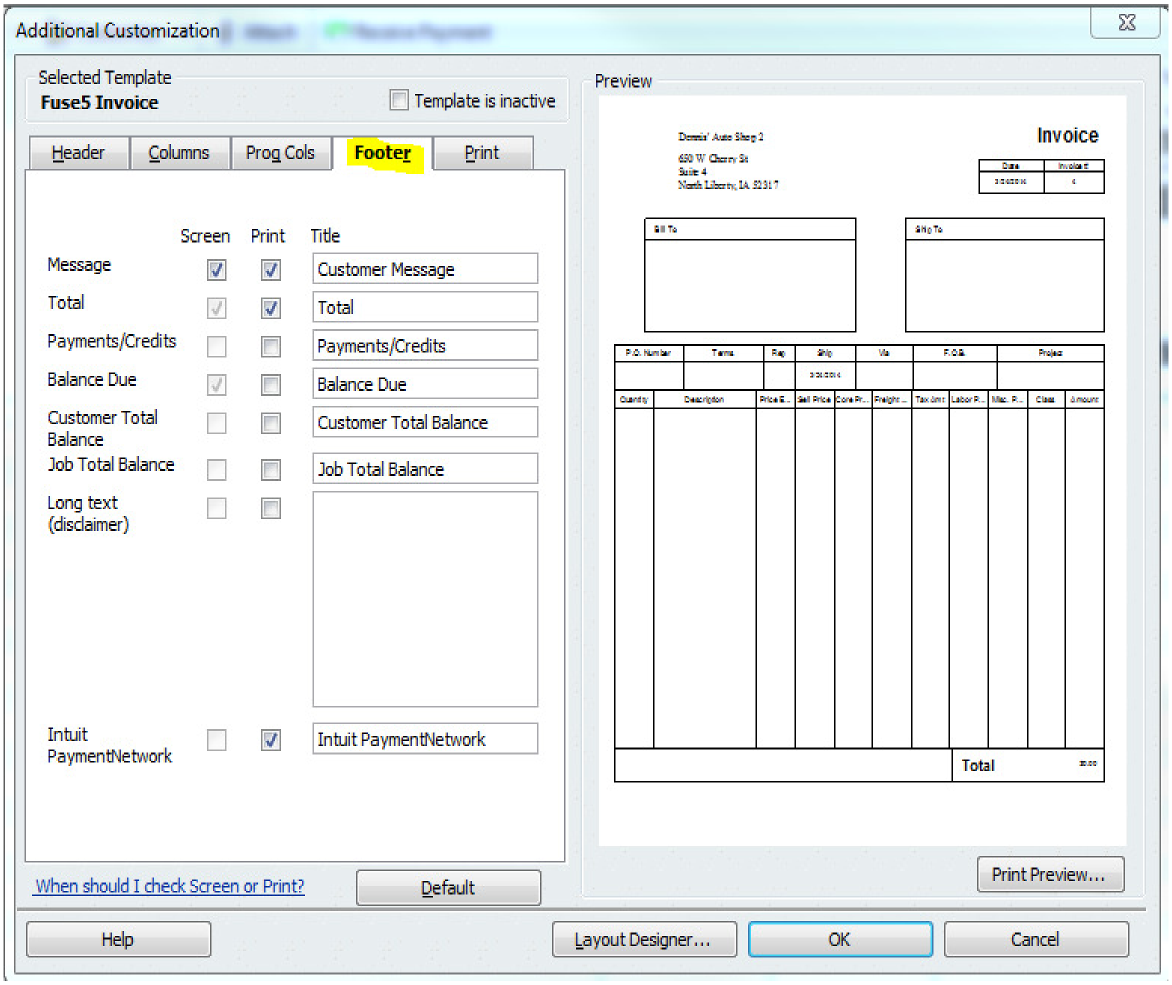

Basic Customization
Selected Template
test
Manage Templates...
Preview
Logo & Fonts
Use logo
Select Logo...
Select Color Scheme:
Please Select...
Apply Color Scheme
Change Font For:
Title
Company Name
Company Address
Labels
Data
Subtotals Label
Total Label
Change Font...
Company & Transaction Information
Company Name
Phone Number
Update Information...
Company Address
E-mail Address
Fax Number
Web Site Address
Print Status Stamp
This controls whether the status stamp is printed.
e.g. PAID, PENDING, RECEIVED etc.
How do I apply a design across multiple forms?
Invoice
Total
Print Preview...
Help
Additional Customization...
Layout Designer...
OK
Cancel

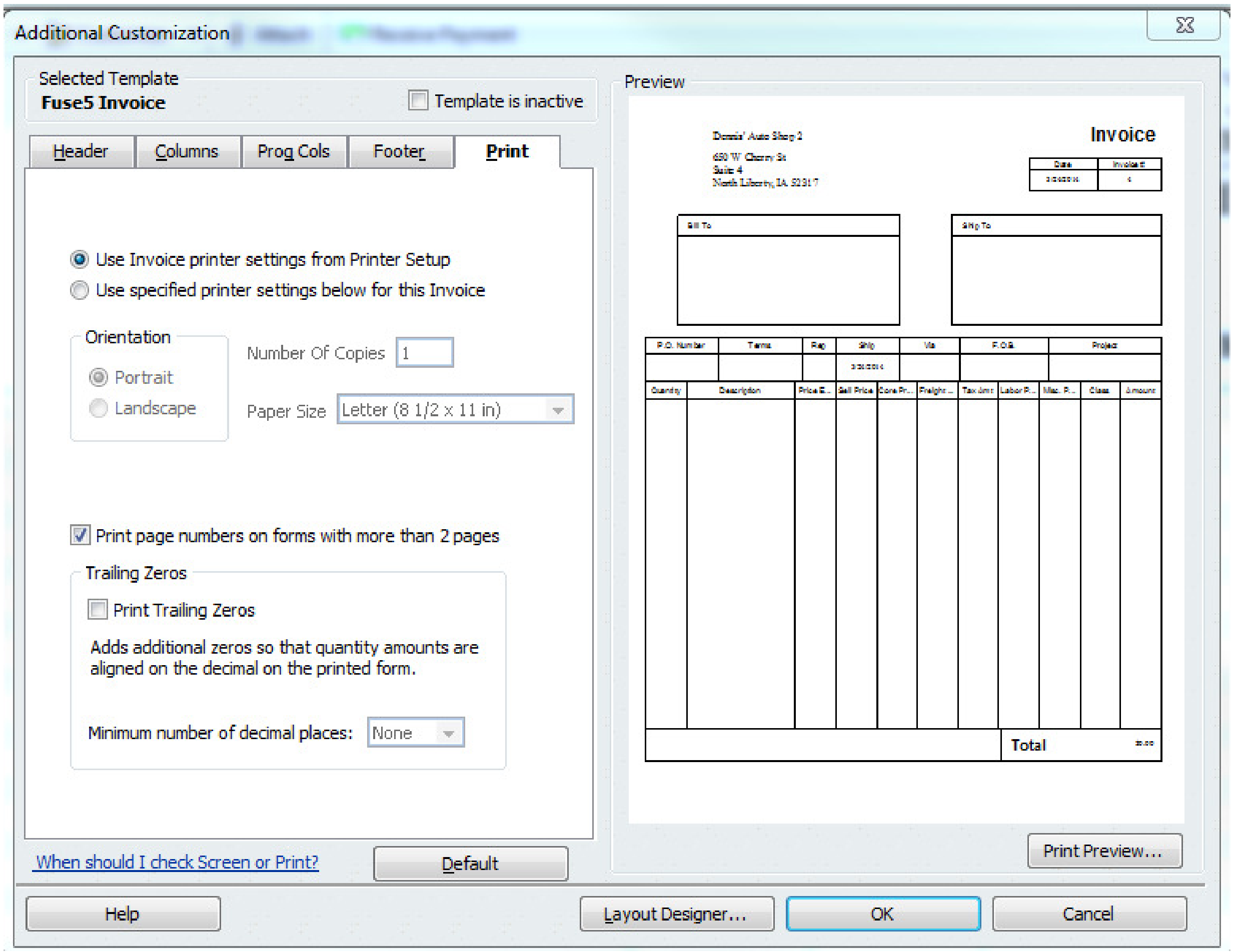
f. The ADDITIONAL CUSTOMIZATION window should pop up. Select a tab and use the SCREEN, PRINT and ORDER boxes to match the images below.




Additional Customization
Selected Template
Fuse5 Invoice
Template is inactive
Header
Columns
Prog Cols
Footer
Print
Screen
Print
Order
Title
Service Date
0
Serviced
Item
1
Item Code
Description
3
Description
Quantity
2
Quantity
Rate
4
Price Each
Amount
12
Amount
Class
11
Class
Other 1
10
Misc. Price
Other 2
0
Sell Price
5
Sell Price
Core Price
6
Core Price
Labor Price
9
Labor Price
Freight Price
7
Freight Price
Tax Amt
8
Tax Amt
When should I check Screen or Print?
Default
Preview
Invoice
Total
Print Preview...
Help
Layout Designer...
OK
Cancel


Additional Customization
Selected Template
Fuse5 Invoice
Template is inactive
Header
Columns
Prog Cols
Footer
Print
Sales Order Columns
Screen
Print
Order
Title
Ordered
Prev. Invoiced
Backordered
S.O. No.
When should I check Screen or Print?
Default
Preview
Invoice
Total
Print Preview...
Help
Layout Designer...
OK
Cancel


Additional Customization
Selected Template
Fuse5 Invoice
Template is inactive
Header
Columns
Prog Cols
Footer
Print
Screen
Print
Title
Message
Customer Message
Total
Total
Payments/Credits
Payments/Credits
Balance Due
Balance Due
Customer Total Balance
Customer Total Balance
Job Total Balance
Job Total Balance
Long text (disclaimer)
Intuit PaymentNetwork
Intuit PaymentNetwork
When should I check Screen or Print?
Default
Preview
Invoice
Total
Print Preview...
Help
Layout Designer...
OK
Cancel

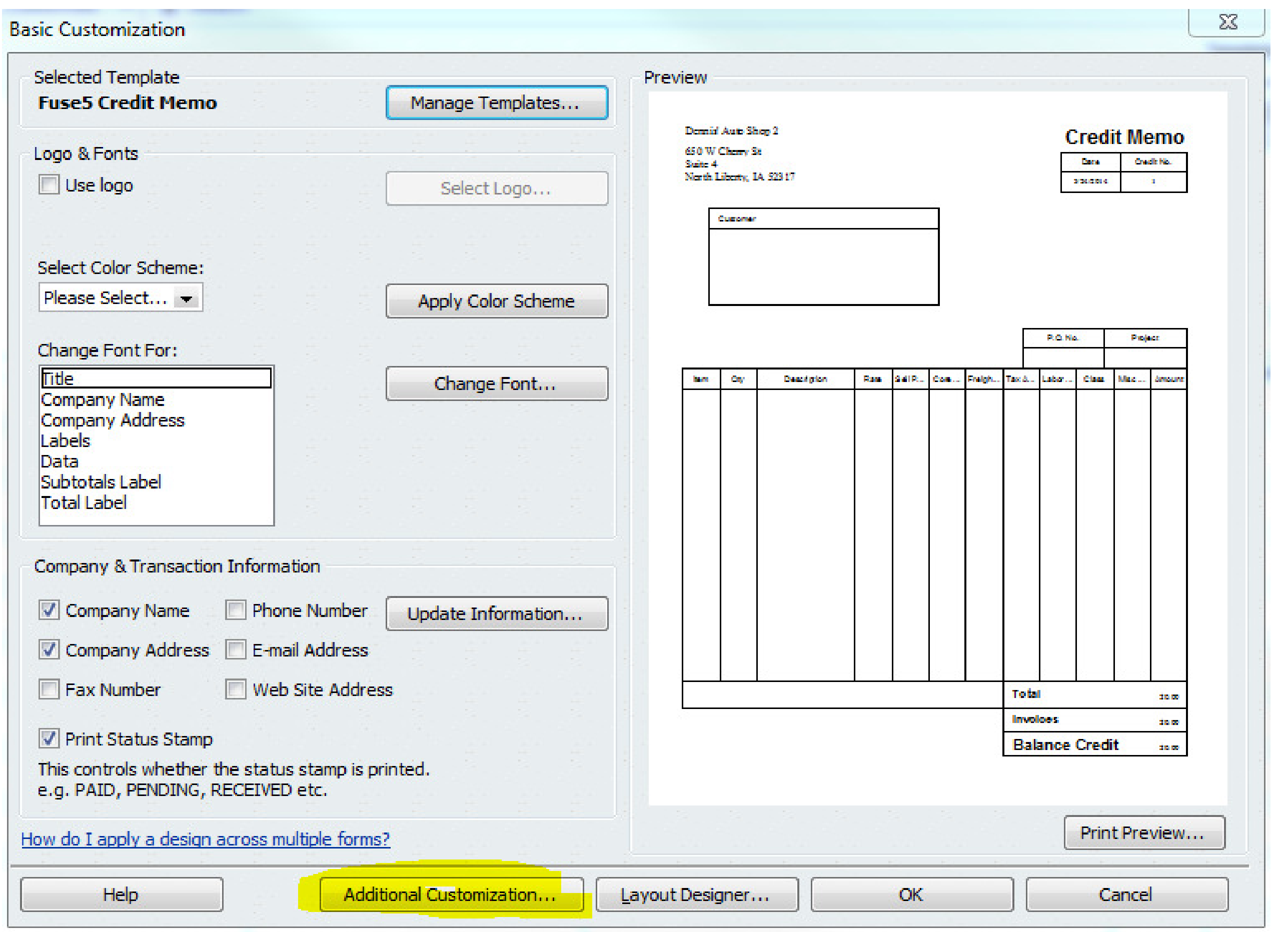


g. Once you have made your invoice match the image below, click on OK
h. Name the customer job / invoice **Fuse5 Invoice** and save it

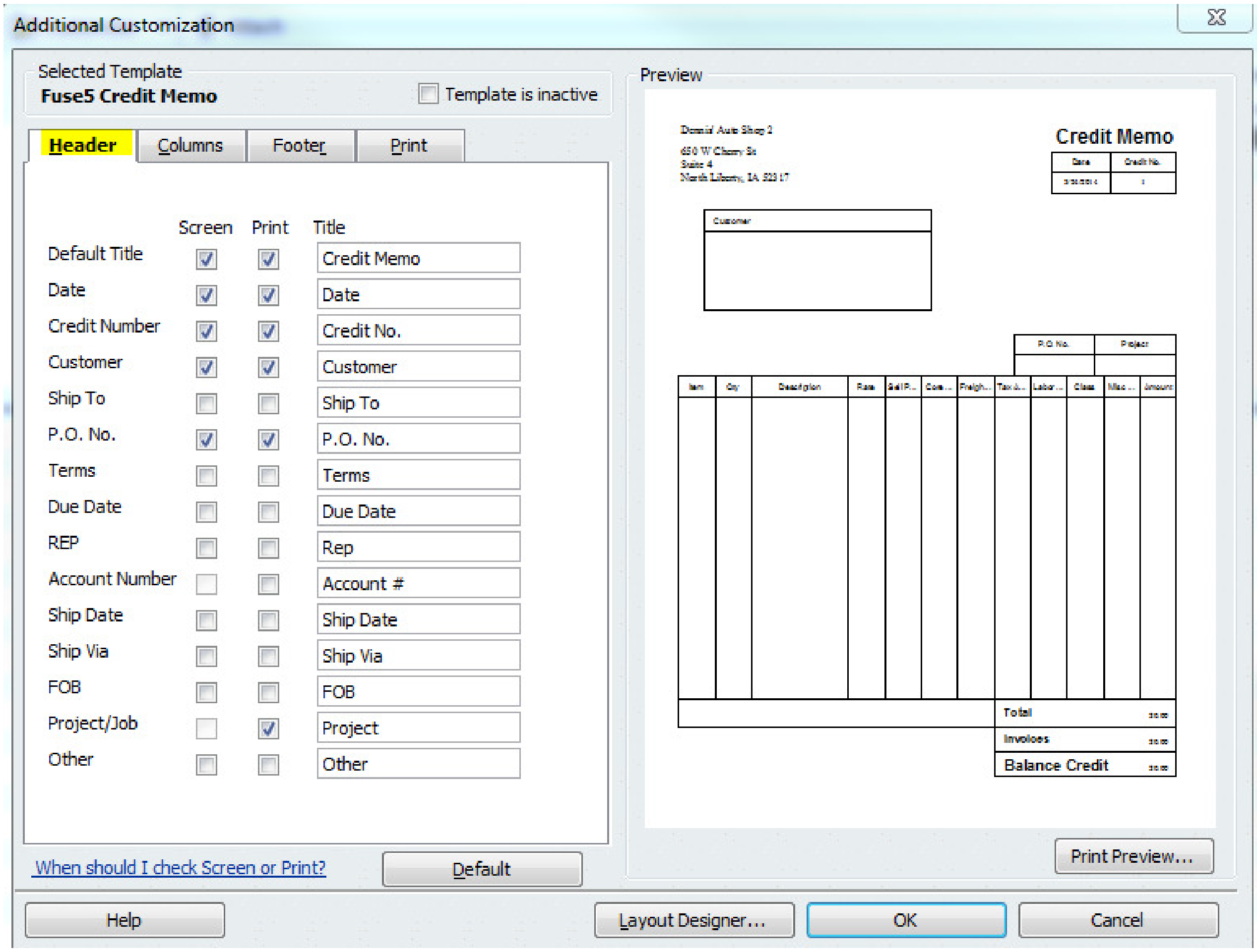
Alternate directions to access customizing invoices: To do this in Quick Books go to Create Invoices (from the QB homepage) > Create > Customize > Manager Templates. Copy a current template and rename it "Fuse5 Invoice". You will need to do Additional customization > columns (tab) and using our sample to copy the page (the check boxes on the left of the template). This name goes in line one of the Fuse5 Quick Book set up called INVOICE TEMPLATE.

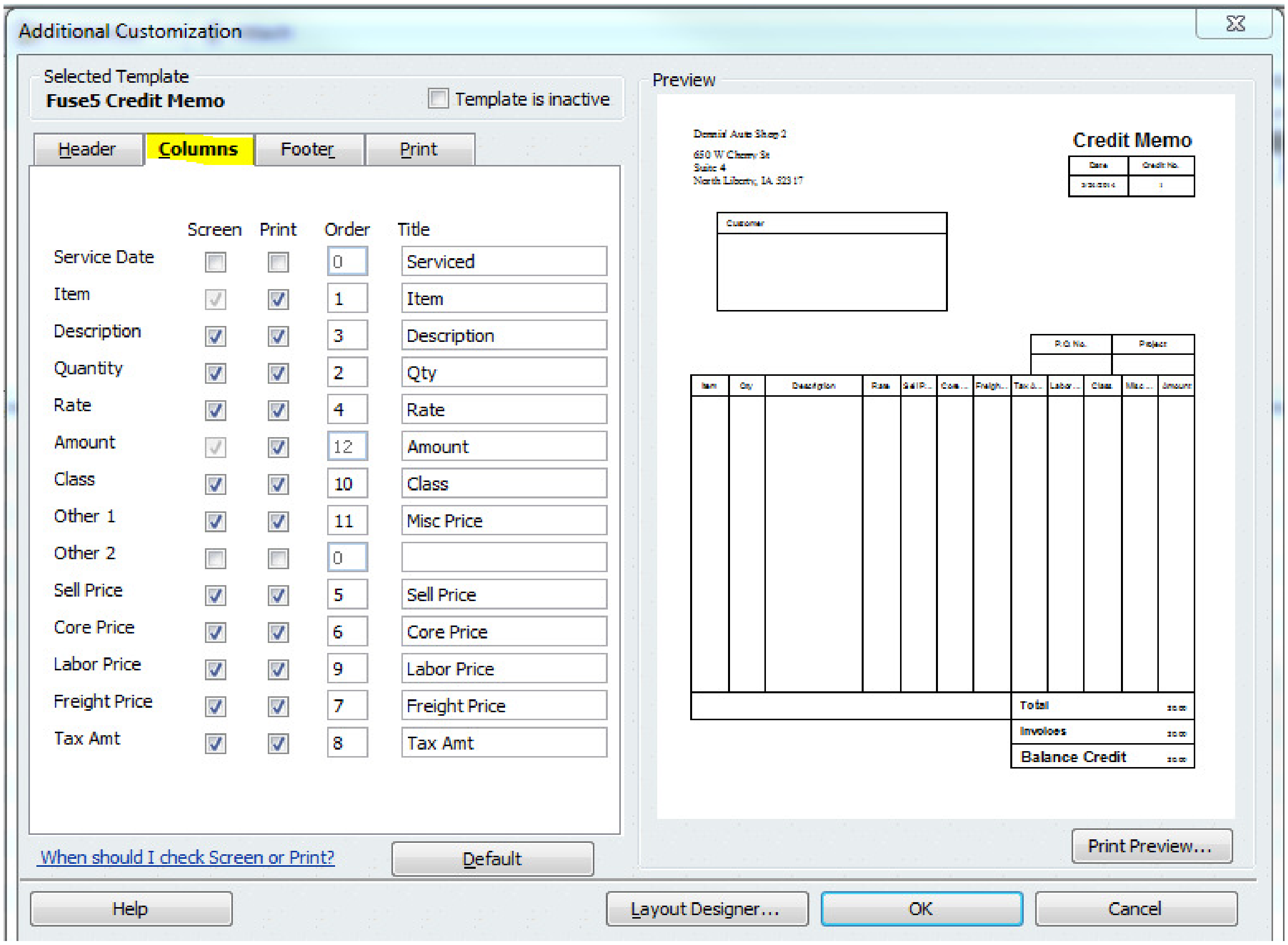
Credit Memo Template - Next up is creation of the credit template. The process is similar to the invoice template above, however name this one “Fuse5 Credit Memo”.

In Quick Books 2011 you can access the invoice and customize it using the following directions:
a. Go to Customers drop down from menu bar
b. Select Create Credit Memos/Refunds
c. Click the Customize drop-down arrow and then click Manage Templates. **Note:** You may need to re-size or maximize the window to see the Customize drop-down arrow.
c. Pick the credit memo you want to copy (probably the Custom Credit Memo) and click copy.
d. Name your credit memo (Fuse5 Credit Memo.....must match what you enter in the QB Integration module in Fuse5).
d. Choose to ADDITIONAL CUSTOMIZATION option.

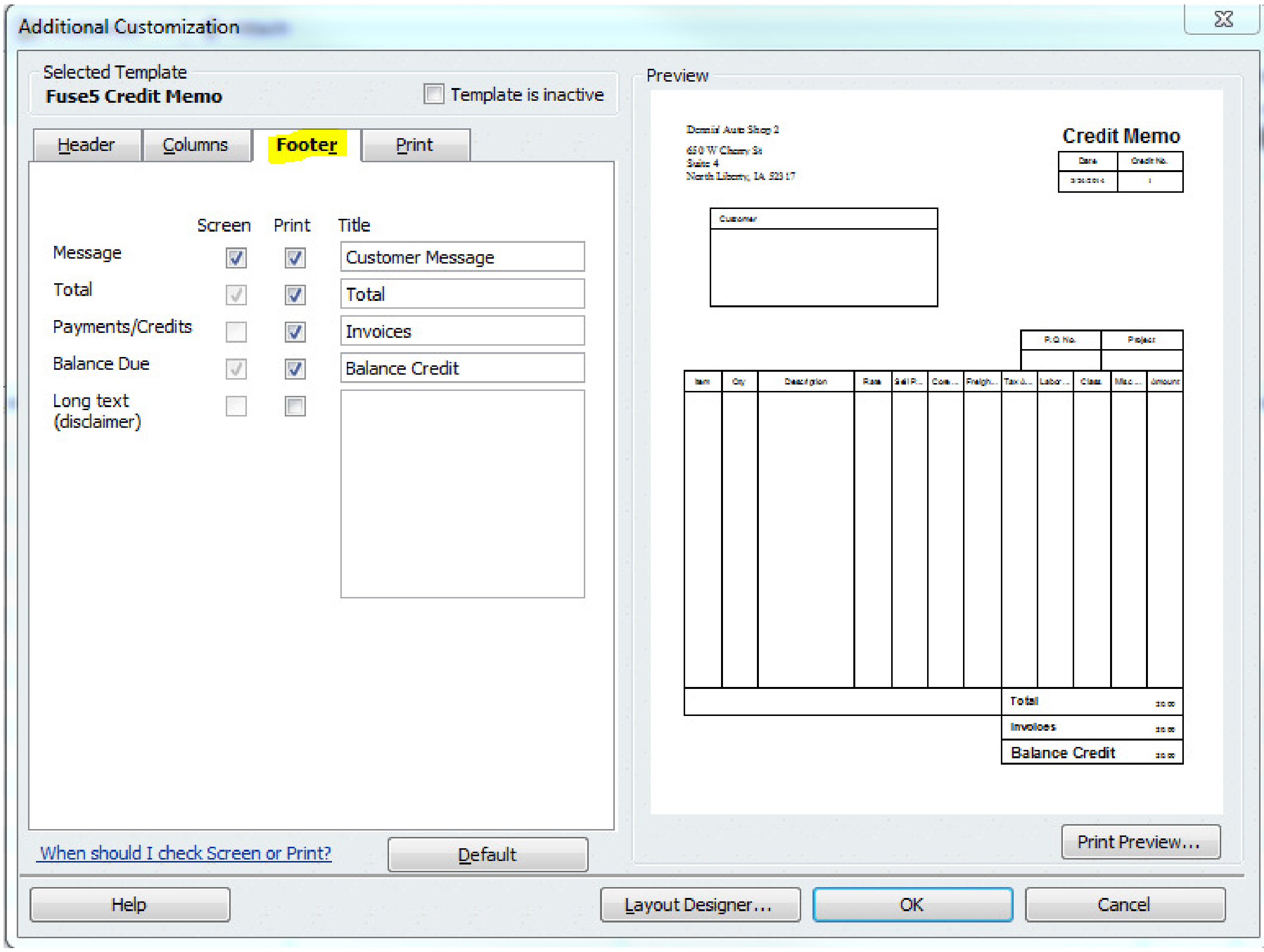


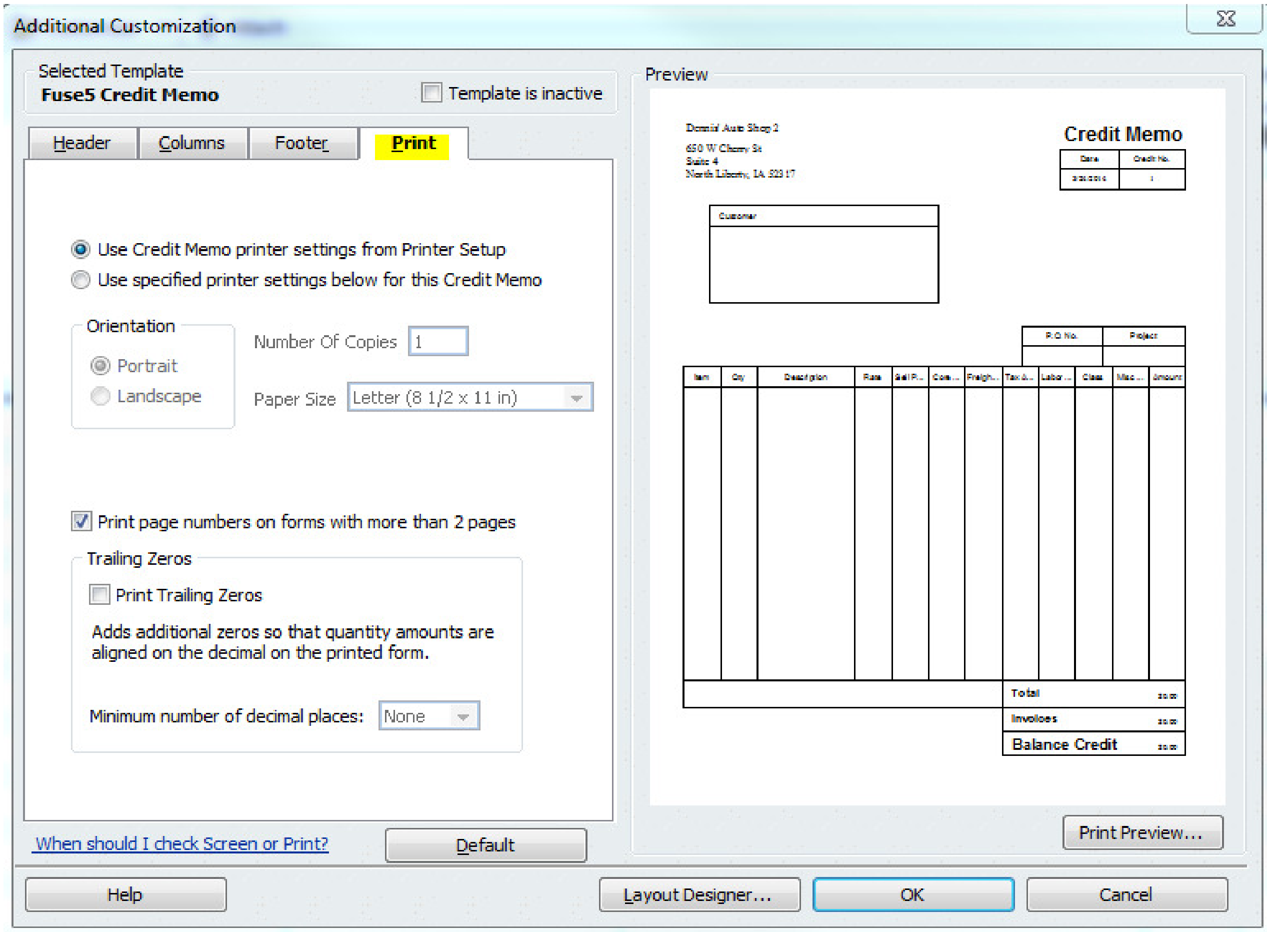
f. The ADDITIONAL CUSTOMIZATION window should pop up. Using the COLUMNS tab, make changes to the SCREEN, PRINT and ORDER boxes to match the image below.


Additional Customization
Selected Template
Fuse5 Credit Memo
Template is inactive
Header
Columns
Footer
Print
Screen
Print
Title
Default Title
Credit Memo
Date
Date
Credit Number
Credit No.
Customer
Customer
Ship To
Ship To
P.O. No.
P.O. No.
Terms
Terms
Due Date
Due Date
REP
Rep
Account Number
Account #
Ship Date
Ship Date
Ship Via
Ship Via
FOB
FOB
Project/Job
Project
Other
Other
When should I check Screen or Print?
Default
Preview
Credit Memo
Total
Invoices
Balance Credit
Print Preview...
Help
Layout Designer...
OK
Cancel



Additional Customization
Selected Template
Fuse5 Credit Memo
Template is inactive
Header
Columns
Footer
Print
Screen
Print
Order
Title
Service Date
0
Serviced
Item
1
Item
Description
3
Description
Quantity
2
Qty
Rate
4
Rate
Amount
12
Amount
Class
10
Class
Other 1
11
Misc Price
Other 2
0
Sell Price
5
Sell Price
Core Price
6
Core Price
Labor Price
9
Labor Price
Freight Price
7
Freight Price
Tax Amt
8
Tax Amt
When should I check Screen or Print?
Default
Preview
Credit Memo
Customer
P.O. No.
Project
Total
Invoices
Balance Credit
Print Preview...
Help
Layout Designer...
OK
Cancel


Additional Customization
Selected Template
Fuse5 Credit Memo
Template is inactive
Header
Columns
Footer
Print
Screen
Print
Title
Message
Customer Message
Total
Total
Payments/Credits
Invoices
Balance Due
Balance Credit
Long text
(disclaimer)
When should I check Screen or Print?
Default
Preview
Credit Memo
Total
Invoices
Balance Credit
Print Preview...
Help
Layout Designer...
OK
Cancel



g. Once you have made your invoice match the image below, click on OK
h. Name the customer job / invoice **Fuse5 Credit Memo** and save it

Alternate directions to access customizing invoices: You go to REFUNDS & RETURNS > Create > Customize >Manager Templates. This name goes in the second line of the Fuse5 Quick Books set up called CREDIT MEMO TEMPLATE.